Commonwealth of Kentucky Department of Education

2015 Medicaid Conference Medicaid School Based Administrative Claiming (SBAC)

## Sivic Solutions Group Presentation

August 25, 2015

Agenda

- Introductions

- Summary of the Program

- 2014-2015 Accomplishments

- Updates, Reminders and FAQs

- Goals for 2015-2016

- 2015-2016 Schedule

- Technical Assistance – Monitoring and Training Plans

- Contact Information and Questions

Introductions

- Siva Kakuturi – Project Director

- Ann Herrick – Project Manager

- Chris Patton – Deputy Project Manager

Overview of Medicaid School Based Program
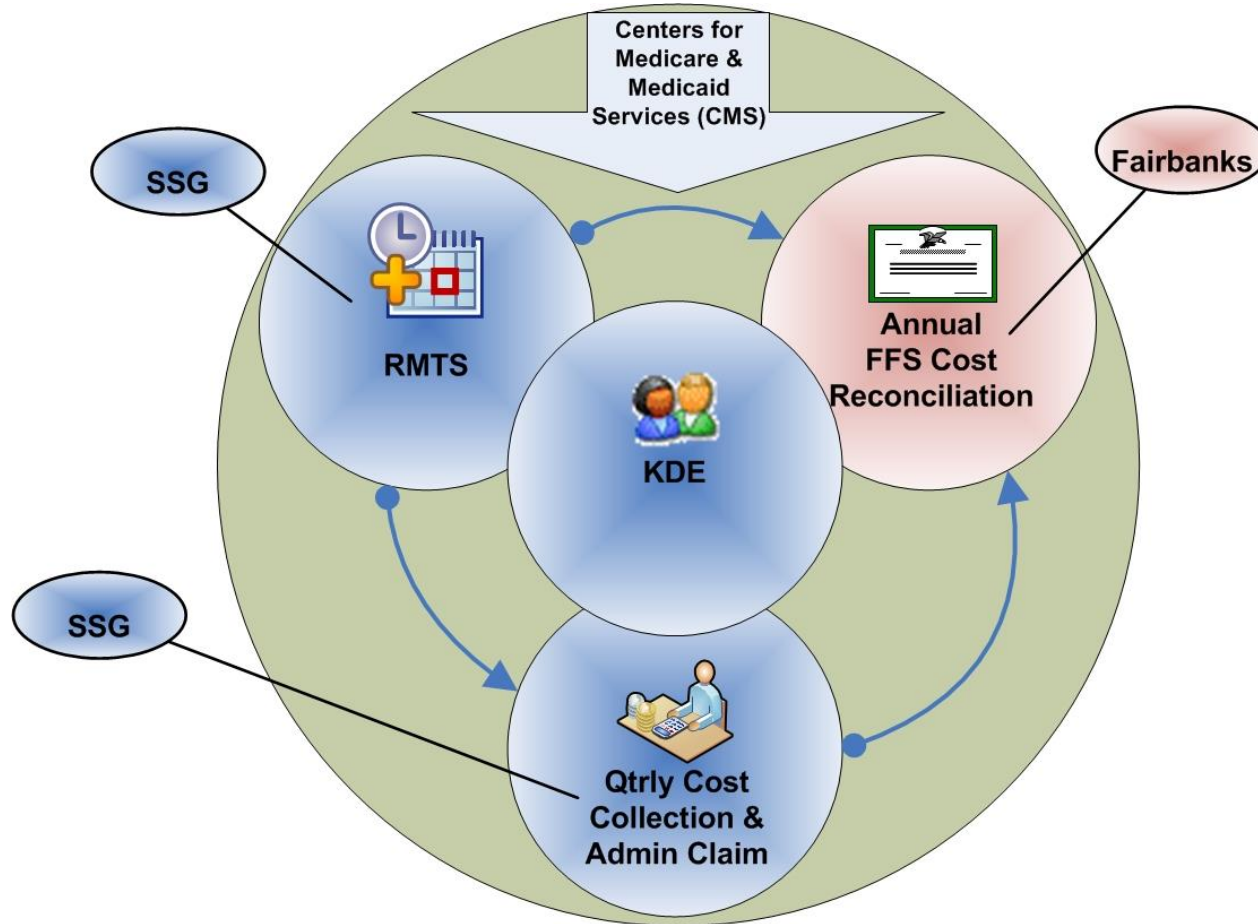
Summary of the Program

Medicaid Coordinator and Finance Officer Responsibilities

- **Random Moment Time Study**
  - ✓ Submit Calendars and Work Schedules using Excel Template
  - ✓ Maintain Participant Data
  - ✓ On-going Monitoring and Follow-up on Response Rates

- **Medicaid Administrative Claim**
  - ✓ Use LEA Dashboard
  - ✓ Submit Salary and Benefit Data
  - ✓ Submit Other Costs
  - ✓ Review, QA and Generate SBAC Claim
  - ✓ Submit Executed Certification of SBAC Claim
  - ✓ Adjust Prior Quarter SBAC Claim, if Errors are Identified

Successful e-SivicMACS Go-live by September 25, 2014

- **Project Initiation – August-September 2014**
  - ✓ SBAC Coordinators Loaded Calendars and Work Schedules by August 15, 2014
  - ✓ SBAC Coordinators Attended Training in late August 2014
  - ✓ SBAC Coordinators Loaded and Verified Initial Participant Data by September 2014
  - ✓ e-SivicMACS Go-Live for Oct – Dec 2014 Quarter

- **RMS Implementation – Kudos to Districts**
  - ✓ Participant List Certification by the deadlines
    - ✓ Oct – Dec 2014 due September 12 – 77%
    - ✓ Jan – Mar 2015 due December 12 – 77%
    - ✓ Apr – Jun 2015 due March 13 – 84%
  - ✓ RMTS Response Rates achieved high statewide compliance in each quarter
    - ✓ Oct – Dec 2014 – 96.0%
    - ✓ Jan – Mar 2015 – 96.5%
    - ✓ Apr – Jun 2015 – 96.7%

Cost Reporting Operation

- **Financial Reporting Initiation – January 2015**
  - ✓ Finance Contacts Attended Training in early January 2015
- **Financial Reporting Completion – Excellent!**
  - ✓ Finance Contacts Certified the Cost Claims Timely
    - February 27 – 95%
    - May 15 – 79%
    - August 14 – 84%
  - ✓ Finance Contacts Made Corrections when Alerted by SSG Help Desk within Days
  - ✓ Claims Submitted and Quarter Closed Sooner than 90 days after the End of the Quarter

Updates, Reminders and FAQs

Updates since August 2014 Training:

- **User Roles (February 2015):**
  - ✓ SBAC Coordinators and Finance Contacts Roles assigned as per Guidance from KDE
  - ✓ Segregation of duties is still Protected

- **Lock-out period (January 2015):**
  - ✓ RMS moment is Open until the End of the School Day on the 5th Day
  - ✓ 80-85% of Participants Already Comply within 48 hours (Best Practice)

- **Financial Thresholds (July 2015):**
  - ✓ Increased from 10% to 30% vs Prior Quarter
  - ✓ Benefits as Percentage of Salaries Remains at 50%

SBAC Coordinators - Reminders

- **Quarterly updates of Participant Lists BEFORE Certification:**

  - ✓ RMS Moments will only be Generated for Active Staff

  - ✓ Cost Reporting at End of Quarter can only include Positions in the Participant List at Beginning of the Quarter

  - ✓ All FFS Providers in DMS's Cost Reconciliation Process must be in the SBAC DSP Cost Pool Listings During the Year

- **Uploading of Participant List data when Volume is High:**

  - ✓ Follow-up and Go Through all of the Processing Steps, including Save, Verify, Approve

  - ✓ A Successful Upload of the File does Not Mean it is Fully Processed and Certified

Finance Contacts - Reminders

- **Verify Button and Thresholds**
  - ✓ Verify Button Runs Edits and Reasonableness Checks on Expenses
  - ✓ Error Messages provide Alerts, which may be Errors or Explainable

- **Benefits**
  - ✓ Include "In-Kind Benefits" paid by KDE, now on MUNIS Reports
  - ✓ If 50% threshold is exceeded, add a brief explanatory Note, Save and Verify

- **Other Costs (if None)**
  - ✓ Enter Note on any single record stating that no costs are to be claimed

- **Unlocking Claim to Correct Error**
  - ✓ Rarely Necessary but can be Done if an Error is Identified
  - ✓ Contact SSG's KYSupport Line to Unlock the Claim

- **Dashboard as Last Step**
  - ✓ Always Return to the Dashboard and Confirm that All Steps are Green

RMS Participant Responses - Feedback

- **Non-Specific Responses**
  - ✓ Not - "Reading Email, Talking on the Phone, Traveling to a School"
  - ✓ Include the Subject or Topic of the Activity at the Specific Moment
  - ✓ If Traveling to Provide a Service, Describe the First Activity at the Destination School

- **Who was with you?**
  - ✓ Do Not Provide Specific Names, but specify just the Roles

- **Were you working during the sampled moment?**
  - ✓ For Weather-Related School Cancellations, Select "No, Moment is during Paid Day Off"
  - ✓ If Working for another School District or Private Facility, Answer the Questions

- **What are you doing?**
  - ✓ Answer even if Not with a Specific Student with an IEP

Target Goals for Improvement

- **Quarterly RMS Closed 30 days after end of each quarter**

  - ✓ SBAC Coordinators Assure Compliance, especially before/after School Breaks

  - ✓ RMS Participants Answer RMS questions very Specifically to Reduce Follow-up Clarification Requests

  - ✓ RMS Participants and SBAC Coordinators assure Prompt Handling of Follow-up Clarification Requests from SSG KYSupport

  - ✓ SSG Central Coders Stay as Current as Possible

  - ✓ KDE Completes 10% Verification Review with Corrections Done Promptly

  - ✓ SSG and KDE Approves RMS Sample Results

Target Goals for Improvement – continued

- **Quarterly SBAC Claims completed 60 days after end of quarter**
  - ✓ Finance Contacts Enter and Approve Salaries & Benefits and Other Costs
  - ✓ SSG Notifies SBAC users when MER/ICR and RMS Results are Approved
  - ✓ Finance Contacts Submit Claims by 45-day Deadline, Verifying that Last Step is Green on Dashboard
  - ✓ SSG Completes Quality Assurance of Submissions
  - ✓ Districts Make any Requested Corrections within Days
  - ✓ SSG Prepares Statewide Claim for KDE to Submit to DMS

KY SBAC 2015 – 2016 Schedule

SBAC Coordinators' Responsibilities	Available	Deadline
Annual School Calendar and Work Schedules		08/14/2015
Annual Training Presentation at KDE Medicaid Summit	08/25/2015	
Quarterly Participant List Updates	On-going	
October – December 2015		09/04/2015
January – March 2016		12/04/2015
April – June 2016		03/04/2016

2015 – 2016 Schedule

KY SBAC 2015 – 2016 Schedule

Financial Contacts' Responsibilities	Available	Deadline
Quarterly Financial Reporting	On-going	
July – September 2015		
Expenditures and Certification Completed		11/13/2015
October – December 2015		
Expenditures and Certification Completed		02/15/2016
January – March 2016		
Expenditures and Certification Completed		05/13/2016
April – June 2016		
Expenditures and Certification Completed		08/15/2016

Technical Assistance

Monitoring Reviews and Audit Support

- **Desk and Onsite Monitoring Reviews**

  - ✓ SBAC Coordinators and Finance Contacts should Keep Electronic Files and Supporting Data, Organized by Quarter, for Ready Access

  - ✓ SSG will Schedule and Conduct 5 On-Site and 5 Desk Monitoring Reviews to Review SBAC Documentation from Prior Year

- **Purpose and Process**

  - ✓ Identify any Problems and Provide Assistance to School Districts

  - ✓ Verify Districts' Compliance with Federal and State Requirements, especially Ensuring Complete and Detailed Documentation

  - ✓ SSG Supports KDE Management during any State or Federal Audits

Training Plan

- **Annual Medicaid Summit – August 24-25, 2015**
  - ✓ Program Overview, Updates and Guidance for all SBAC Coordinators and Finance Contacts

- **Webinars for SBAC Coordinators or Finance Contacts**
  - ✓ To be Scheduled with Guidance by KDE

- **On-Site Regional Training Sessions**
  - ✓ To be Scheduled with Guidance by KDE

Contact Information

- **Live Support: 8am – 5pm eastern time**

- **By Phone**
  - ✓ Toll Free: 1-877-916-3222

- **By e-mail**
  - ✓ kysupport@sivicsolutionsgroup.com

- **Website: https://kysbac.ssghosting.com**

Questions